

GUIDELINES FOR PREPARATION OF CONSTRUCTION CONTRACT DOCUMENTS (CSI FORMAT)

(Revised November 6, 2006)

I. GENERAL

- A. It is the Consultant's responsibility to check with the Seattle Public Utilities (SPU) Contracts & Standards Section Supervisor (CSSS), Cliff Jones, 206.684-5944, to ensure that they have the latest version of this document **before** they start preparing the specification sections.
- B. All material prepared by consultants, including but not limited to hard & electronic copies of technical specifications, logs, reports, analysis, addenda, spreadsheets, field notes, calculations, drawings, and sketches, belong to the City of Seattle. The consultant shall have no claim over the re-use of such material by the City or an agent of the City.
- C. This work may consist of the Consultant preparing, under the direction of the CSSS or his/her assignee, the following:
 - 1. The Engineer's Estimate including quantity takeoffs for bid items in each section of the specifications, and;
 - 2. Contract requirements, and;
 - 3. Construction specifications, and;
 - 4. Addenda, and;
 - 5. Attending team meetings.
- D. The Consultant will be furnished information that is normally available to prepare City contract documents, including electronic contract template files, bid cost history, standard bid item lists, standard amendments to the current City of Seattle Standard Specifications (GSP's), and examples of previous projects.
- E. The Consultant shall submit the work to the CSSS for review when the work is 70% complete, and again when the work is 90% complete, and revise the work as required after each submittal.
- F. During the project's design, advertising, award and construction phases, the Consultant shall be available to respond to and resolve the City's questions related to the Consultant's work.
- G. Specification documents shall be in Microsoft Word (version 97 or later). Formatting of paragraphs and sections shall be consistent with the CSI Manual of Practice except as follows:
 - 1. Page layout:
 - a. The margins on each page shall be 1" on all four sides. Distance for Header from edge: 0.5".
 - b. The document Header shall be:
 - 1) First line: Arial 10 point font:
 - a) CSI section name, left justified.
 - b) CSI five digit section number, right justified.

- 2) Second line: Arial 9 point font:
 - a) Project name, left justified.
 - b) Section page number, right justified.
 - c. There shall be no footer in the documents.
2. CSI Section Layout:
- a. Part 1 – General:
 - 1) First Article shall be 1.01 Section Includes. Within this Article paragraphs A, B,... shall outline the work specified in the Section.
 - 2) Second Article, if applicable, shall be 1.02 Related Sections. Paragraphs within this Article shall list other **technical** Sections that pertain to this Section.
 - a) References to boiler plate Sections shall be avoided, except to the bidder and/or subcontractor qualifications Sections.
 - b) Do not cut and paste the American Institute of Architects (AIA) verbose language that states "Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to work of this Section", since City's General Conditions – Section 00700 covers this requirement.
 - 3) Third Article, if applicable, shall be 1.03 Reference Standards. Paragraphs within this Article shall list only the standards referred to in the Section.
 - a) Paragraphs shall list the complete name of the institute.
 - b) Subparagraphs shall list the standard number and complete title.
 - c). Only nationally known societies are acceptable references. For all other references, the text shall be either incorporated into the project manual, or an electronic version of the reference (only applicable parts) shall be supplied to the C&S unit to be included in the project manual under Documents Supplied By Owner, Section 00845.
 - 4) Unit prices shall not be included in each Section, but shall be included in Section 00300 – Bid Form and Section 01270 – Measurement and Payment.
 - 5) Other Part 1 Articles shall be only specific requirements for the Section, general requirements shall be covered in their respective Sections. For example, Submittals Article shall only list the items the Contractor shall submit, all requirements for submittal procedures and processes shall be covered in Section 01330 – Submittals.
- H. The Consultant shall provide the electronic version of the specification in the following format:

1. Each CSI Section shall be in a file by itself.
 2. The header for each section shall be as specified in the above paragraph F.
 3. The electronic files shall have the proper paragraph formatting, i.e. alignments shall be accomplished using hanging paragraphs, left indentation settings, etc. Files with paragraphs that have been set up using tabs or spaces for alignment will be rejected immediately without further review and will be returned to the Consultant for correction.
 4. Paragraphs shall be continuous text; lines shall not be separated by hard returns.
 5. Hard returns shall only be used to separate paragraphs.
 6. Automatic numbering shall **not** be used for CSI paragraph and subparagraph numbering system.
 7. Each paragraph numbering shall be followed by one tab space, before the paragraph text starts.
 8. All sentences shall be followed by two spaces after the ending period, except at the end of paragraphs.
 9. The Consultant shall use the paragraph styles incorporated in the templates which C&S unit provides. These templates have been formatted with Arial font, size 11 for the body of the specification.
 10. If comments made by Contracts & Standards (C&S) unit on the 70% and 90% Consultant work are in electronic format, then the Consultant shall incorporate these comments into their work with the "track changes while editing" feature of Microsoft Word turned on. This also applies to the Divisions 0 and 1 templates that C&S provides for completion by Consultant, i.e. all changes to these template files shall be done with the "track changes while editing" feature enabled.
 11. The consultant shall not refer to parts of the specification by paragraph numbers alone, since addition of material to previous paragraphs will change the numbering and will yield the reference obsolete. The consultant shall use the Section number, followed by Section name and paragraph title to refer to other parts of the project manual.
- I. Engineer's Estimate shall be in Microsoft Excel. The file shall be formatted to expedite transfer to SPU's Oracle database, i.e. Bid Item number, . Bid Item description, quantity, unit, unit cost and extension shall be in separate columns.
1. A template for this file will be provided to the Consultant.

II CONTRACT DOCUMENTS

- A. The Consultant shall follow the following guidelines for the language of the specification.
1. The Consultant shall not use subjective language in preparation of the specification.
 - a. The Consultant is advised not to cut and paste from The American Institute of Architects (AIA) CSI specification manual verbatim. Some of the requirements in this manual are too general and need to be changed to a more specific language.

- b. Most of the general conditions language that AIA includes in technical sections have been addressed in City's Boiler Plate sections and shall be removed from the technical sections.
 2. The Consultant shall not provide an all inclusive Section that contains text that do not apply to the project.
 3. City of Seattle Executive Administration Department (DEA), who approves specifications for advertising, scrutinizes any Bidder and/or Subcontractor Qualification requirements. It is strongly recommended that Bidder Qualifications not be used, unless portions of the work are **highly specialized** and Bidder or Subcontractor Qualifications are absolutely necessary.
 - a. A copy of DEA's Bidder Qualifications Guidelines is attached.
 - b. The Consultant may be required to meet with the City's Contracting Manager and justify each and every requirement listed in Bidder Qualifications Section.
 4. The text shall be complete sentences.
 5. When referring to a Section of the specification, the consultant shall include the Section name followed by space, dash, space and then the complete Section title, do not place a slash (/) before section number. Example:

See Section 01410 - Regulatory Requirements
and not /01410.
 6. The City only addresses the prime Contractor. There shall be no text in the specification that dictates instructions to the subcontractor(s). Example:

'Coordinate work with other trade' or 'Verify installation conditions as satisfactory to receive work of this Section' are issues between the prime Contractor and its subcontractors, the City does not dictate them.
 7. When referring to paragraphs or subparagraphs, the Consultant shall not use numbering as the identifier, but instead shall use Article, paragraph, and subparagraph titles. For example, 'as outlined in Article 1.04', shall be 'as outlined in the Submittal Article.'
 8. The Consultant shall be completely familiar with the City's boiler plate specification Sections to avoid including text in the Project Manual that contradicts City regulations and guidelines, or duplicates requirements in said Sections.
- B. DIVISION 0 - CONTRACT REQUIREMENTS: Either the Consultant or SPU shall prepare specifications, as described below, for the following:
 1. Front Cover
 - a. C&S will provide.
 - b. C&S will determine the Official Title for the project.
 - c. Note that the Official Title on the Project Manual shall be identical to the Title of the Drawings cover sheet. The Consultant shall obtain this title from C&S to be used on the Title Sheet of the Contract Drawings.
 2. Signature Page (Inside Front Cover)

- a. C&S will provide a copy.
 - b. The Consultant's engineer shall stamp and sign before the SPU Engineering Services Branch Director (or the City Light Superintendent for City Light Projects) signs and before SPU begins the final concurrence and signing process with the DEA.
3. Section 00009 - Table Of Contents.
 - a. C&S will provide template file for page i; Consultant shall prepare the rest.
4. Section 00010 - Pre-Bid Information.
 - a. C&S will provide template file. Consultant shall fill in information for the Advertisement Letter such as Description Of Work, Location Of Work, Pre-Bid Site Inspection (if any), and Type Of Contract. C&S will fill in the rest.
5. Section 00015 - List Of Drawings.
 - a. C&S will provide template. The Consultant shall prepare this Section, listing all drawings that pertain to the Contract.
6. Section 00100 - Bidder Information.
 - a. C&S will provide this Section.
7. Section 00150 - Bidder Checklist.
 - a. C&S will provide this Section.
8. Section 00300 - Bid Package (Bound separate from the Project Manual).
 - a. The Consultant shall prepare this Section.
 - 1) The Consultant shall provide the Engineer's Estimate. C&S will use this information to create the Bid Form. Also see below, Part III - ENGINEER'S ESTIMATE (EE).
 - b. C&S will perform the final formatting of this Section before start of Advertisement.
9. Section 00350 - Subcontractor's List.
 - a. C&S will provide this Section.
10. Section 00500 – Agreement.
 - a. C&S will provide this Section.
 - b. The Consultant shall provide the number of construction working days for the Contract. SPU's Construction Management (CM) Division may modify this number.
 - c. Unless otherwise written into the Consultant's contract, information for liquidated damages will be provided by SPU's CM Division.
11. Section 00600 - Sample Forms.
 - a. C&S will provide this Section.
12. Section 00700 - General Conditions.
 - a. C&S will provide this Section.

13. Section 00800 - Supplementary General Conditions.
 - a. Section 00700 can be modified only through this Section.
 - b. If the Consultant deems it necessary to modify any part of the General Conditions, then the text for the change shall appear in this Section. The consultant shall provide the text for changes to General Conditions. C&S and DEA will approve or reject the changes.
 - c. C&S may add to or delete from this Section as necessary and is ultimately responsible for this Section.
 14. Section 00820 - Prevailing Wage Requirements.
 - a. C&S will provide this Section.
 15. Section 00830 - Prevailing Wage Rate Schedule.
 - a. C&S will provide this Section.
 16. Section 00845 - Owner Furnished Documents.
 - a. C&S will provide this Section. It includes the following:
 1. Competent Person Evaluation – L&I Excavation & Trenching Std.
 2. Standard drawings/sketches.
 3. Geo-technical reports.
 4. Other Owner furnished documents.
 - b. The Consultant shall prepare this Section by adding to existing text.
 17. Section 00850 - Contractor Performance Evaluation Program.
 - a. C&S will provide this Section.
 18. Section 00910 – Addenda.
 - a. The Consultant shall furnish Addendum information for the Drawings and Contract Documents including drawing details and technical specifications, when required to resolve issues in the Bidding Documents.
 - b. Addendum issues shall be resolved by no later than one week prior to Bid Opening date.
 - c. SPU will distribute the Addenda.
- C. DIVISION 1 – GENERAL REQUIREMENTS: Consultant shall develop all Division 1 sections, including any Sections not specifically described below that are needed for the Work. C&S will provide template files for some of the sections, as described below. The Consultant shall insert header/footer and other project-specific information, print, and check the Contract Documents.
1. Section 01110 - Summary Of Work.
 - a. C&S will provide template file. Consultant shall complete.
 2. Section 01270 - Measurement And Payment.
 - a. C&S will provide template file. Consultant shall complete with text describing measurement and payment for each and every Bid Item. This

text shall be incorporated into this Section and shall not be placed in the individual sections where the work is described.

- b. As a general guideline, quantities measured and paid in discrete units are preferred by SPU over lump sum bid items. The latter is to be used only when it is not practical to break the work out into discrete units.
 - c. The first paragraph shall be "A. Measurement for this item ..."
 - d. The second paragraph shall be "B. Payment for this item will be for all direct and indirect costs associated with furnishing all labor, materials, equipment, and incidentals required to ... as indicated in the Contract Documents. Work includes, but is not limited to:"
 - 1) Under paragraph B, the consultant shall list the major items of work covered by the Bid Item.
- 3. Section 01290 – Schedule of Values.
 - a. C&S will provide template file. This Section is used to outline the breakdown of the lump sum bid items if the Consultant, Project Manager, or Field Engineer prefers to see such a breakdown.
- 4. Section 01310 - Project Management.
 - a. C&S will provide template file, Consultant shall add to the Section as necessary.
- 5. Section 01330 – Submittals.
 - a. C&S will provide template file, Consultant shall complete the Section by adding or editing as necessary.
- 6. Section 01410 – Regulatory Requirements
 - a. C&S will provide template file, Consultant shall complete the Section by adding or editing as necessary.
- 7. Section 01450 - Quality Control.
 - a. C&S will provide template file, Consultant shall complete the Section by adding or editing as necessary.
- 8. Section 01500 - Temporary Facilities And Controls.
 - a. C&S will provide template file, Consultant shall complete the Section by adding, editing or deleting as necessary.
- 9. Section 01520 - Engineer's Field Office.
 - a. C&S will provide template file for this Section if construction administration will be by SPU's CM Division.
 - b. The Consultant shall provide the Field Office if construction administration will be by the Consultant.
- 10. Section 01525 - Health And Safety.
 - a. C&S will provide template file, Consultant shall complete the Section by adding as necessary.
- 11. Section 01558 - Traffic Control.

- a. C&S will provide template file, Consultant shall complete the Section by adding, editing or deleting as necessary.
 - 12. Section 01566 - Environmental Pollution Control.
 - a. C&S will provide template file, Consultant shall complete the Section by adding, editing or deleting as necessary.
 - 13. Section 01575 - Waste Material Disposal.
 - a. C&S will provide template file, Consultant shall complete the Section by adding, editing or deleting as necessary.
 - 14. Section 01724 – Field Engineering.
 - a. C&S will provide template file, Consultant shall complete the Section by adding, editing or deleting as necessary.
 - 15. Section 01760 - Existing Facilities.
 - a. C&S will provide template file, Consultant shall complete the Section by adding, editing or deleting as necessary.
 - 16. Section 01770 - Contract Closeout.
 - a. C&S will provide template file, Consultant shall complete the Section by adding, editing or deleting as necessary.
 - 17. Section 01781 - Project Record Documents (As Builts, Survey Data)
 - a. C&S will provide template file, Consultant shall complete the Section by adding, editing or deleting as necessary.
- D. DIVISIONS 2-16 – TECHNICAL SPECIFICATIONS
- 1. Consultant shall develop and be totally responsible for the content.
 - 2. C&S will review and comment.
 - 3. CSI formatted projects often include street and utility work appropriately specified by the APWA formatted City Standard Specifications or State of Washington Standard Specifications. The Consultant may incorporate or reference APWA format specifications in the project manual.
 - a. Referencing APWA format specification Sections shall be kept to minimum amount of necessary text for the project. Global referencing, such as “Division 2 of City Standard Specification” is not acceptable, since Division 2 of City Standard Specification covers a very wide range of activities.
 - b. *Note that APWA specifications tend to have numerous references spread throughout its text. The Consultant shall check and edit references that cause contradictions with the CSI project manual text.*
 - 4. General Special Provisions (GSP's). GSP's are specification inserts which modify the City of Seattle Standard Specifications. The City will provide the Consultant a GSP checklist that identifies all GSPs, and the full text for each GSP
 - 5. The Consultant shall include descriptions of the work, material, construction requirements, and the measurement and payment for all bid items. Where

discrete material sources or name brands are specified for a bid item, the Consultant shall include, where possible, at least two other sources or name brands for the bid item. Where no equivalent or equal source or brand name is known, the Consultant shall include the phrase, "or approved equal".

III ENGINEER'S ESTIMATE (EE)

A. GENERAL.

1. The EE shall consist of a spreadsheet of bid items that includes a description, quantity and unit of measure.
2. The Consultant shall prepare a quantity take-off from the Contract Drawings, using standard bid items specified in the payment paragraphs of the current City of Seattle Standard Specifications and industry standard descriptions for special bid items.
3. The line items in EE shall correspond to the line items in the Bid Form.

B. QUANTITY TAKE-OFF.

1. The quantity take-off shall subtotal all standard bid items and quantities separately for each sheet of the contract drawings.
2. When more than one funding source is contributing to the project, each bid item on every drawing sheet will be assigned a funding source (i.e. each fund will have a number (1, 2, 3...etc) and that number will be assigned to the bid item).

C. BID ITEMS.

1. Bid items for SPU projects shall conform to the following general guidelines:
 - a. Where possible, bid items shall be described in measurable units.
 - b. Where bid items cannot be readily measured, they will be designated lump sum.
 - c. The Consultant shall provide detailed cost breakdowns for lump sum bid items.
 - d. Lump sum breakdowns shall be in sufficient detail to delineate the bid item into subcontractable portions of work, and to provide a basis for negotiating change orders during construction.
 - e. The minimum detail required is one cost item per CSI Section.

D. COSTS BASIS.

1. The City will provide historical cost data for standard and special bid items. The Consultant has the option of using this data for estimated unit prices or other industry standards for preparing its own estimated unit cost. The Consultant's goal for estimate accuracy shall be between 95% and 110% of the awarded contract amount.

IV DOCUMENTATION

- A. The Consultant shall provide the City electronic files comprising the Contract Documents and the EE. Backup information for the work (calculations, cost basis for estimate, material requirements, etc.) shall be furnished to the City. All documentation shall

become the property of the City. The City reserves the right to use, at its own risk, applicable portions of the Consultant's work for future City projects.

V THE REVIEW PROCESS

- A. After receiving the 100% specifications, the City will review each Section and if required will add comments to the Sections for the Consultant.
 - 1. The comments point out discrepancies, errors, contradictions to City Boiler Plate, or deviations from these guidelines.
- B. The reviewed files will be sent back to the Consultant in electronic format.
 - 1. The files will have the "track changes while editing" feature of Microsoft Word turned on so that any changes made to these files are identified immediately.
 - 2. If the Consultant receives any files without this feature turned on, the Consultant shall invoke this feature before start of any work in the Section.
- C. All subsequent work on the specification shall take place in the electronic files returned to the Consultant.
- D. The Consultant shall address the comments which he/she does not dispute.
- E. The remaining comments that are in dispute shall be left in the document until resolved through telephone conversations and/or face to face meetings.
- F. After the resolution of all issues, the specification will be sent for preliminary circulation to various affected City Departments and units internal to SPU/City Light/SeaTran for final review process.

**EXECUTIVE SERVICES DEPARTMENT
DEPARTMENT OF EXECUTIVE ADMINISTRATION
PUBLIC WORKS AND CONSULTANT CONTRACTING SECTION**

**BIDDER QUALIFICATIONS LANGUAGE
FOR PUBLIC WORKS CONTRACTS
GUIDELINES**

The following provides some basic guidelines to assist departments in developing language for specifications regarding bidder qualifications.

Definition of Bidder Qualifications: Bidder Qualifications language in bid specifications describes the experience, training, and/or certification requirements or qualifications that must be met by the low bidder, their subcontractors, suppliers, or employees in order for the bidder to be considered responsible and thus awarded the project. The low bidder must submit specified documentation after bid opening that is evaluated by the City to determine if the bidder has met the qualifications.

Elements of Bidder Qualifications Language: The following are important elements and considerations in the Bidder Qualifications language:

- There must be compelling reasons based on the particular project for including qualifications language in the specification. Why is it critical that the award of the contract be conditioned on the qualifications instead of simply requiring that the contractor awarded the project meet certain performance standards?
- The qualifications must be clear and include objective (not subjective) criteria.
- It must be possible for the criteria to be evaluated objectively.
- The criteria must be legally defensible.
- There must be a clear relationship between the City's concerns about obtaining a qualified contractor and the actual criteria. The department must be able to demonstrate a rationale of why a particular qualification is appropriate. For example, why is it important that a contractor have completed 5 projects installing a 48" watermain instead of only 4 projects?
- The criteria must not unduly restrict the bidding pool. For each qualification, the administering department must provide in writing to ESD a list of the contractors or subcontractors who meet the qualifications. In addition, the administering department must provide in writing an explanation of the methodology used in establishing the proposed qualifications. If a consultant prepared the qualifications, the department must explain in writing to ESD why they believe the consultant's recommendation is appropriate.
- Language must be written separately for each project dependent upon the particulars of the project.
- The language must describe the specific documentation that must be submitted in order to satisfy the qualifications.

Working Draft

BIDDER QUALIFICATIONS LANGUAGE FOR PUBLIC WORKS CONTRACTS—GUIDELINES

- There must be a one-to-one relationship between the qualifications and the documentation to be submitted.
- Departments should be aware that development and evaluation of qualifications may add additional time to a project schedule.

Structure of Language: The following provides a very basic structure for departments to work from in developing qualifications language. There is no one structure that works in all situations, however, and thus the wording for each project must be adapted to meet the specific needs of a project.

Introduction:

- This should include language that the award is conditioned on meeting the qualifications
- It should also specify when the documentation must be submitted by the bidder.
- The following is sample wording that may be used or adapted as appropriate for a specific project: "To be awarded this project, the Bidder shall provide satisfactory evidence that the Bidder meets the qualification requirements listed below. Such evidence must be submitted within three days of the Engineer's request."

Qualifications:

- Who does the qualification apply to: contractor, subcontractor, field superintendent, project manager, etc.
- What specific work on the project is critical and must they be qualified for (reference by section number of spec or other very specific language)
- Describe the specific experience they must have; how many years, doing what, what certifications must they have, how recent must the experience be, etc.
- Language must be specific and objective. Do not use undefined terms such as "recent experience," "similar work," or "successfully completed." Instead say things like "3 projects completed within the last 2 years, each of which involved installing a 48" watermain of at least 100' in length."

Documentation:

- There must be a one-to-one correspondence between the qualifications and the documentation requested. Thus, if you require "3 projects completed within the last 2 years, each of which involved installing a 48" watermain of at least 100' in length," you must ask them to list information about each of these facets of the project. In addition, you may not ask for them to document things not included in the qualifications.
- For example, you may ask for them to list the 3 projects, the date of completion of each project, the diameter of the watermain for each project, and the length of the watermain for each project. You may also request more specific project information, such as who the owner or contractor was, a contact person and telephone number so that you can verify the information. You may not, however, require them to document whether the watermain installation involved an excavation of a certain depth, unless you have stated this as a qualification.

Working Draft

**BIDDER QUALIFICATIONS LANGUAGE
FOR PUBLIC WORKS CONTRACTS—GUIDELINES**

- The documentation to be submitted must be specific and objective. You must be able to tell from the documentation whether the contractor meets or doesn't meet the qualifications.
- If you are requiring qualifications for certain personnel who will be involved with the project, it may be appropriate to request a copy of resumes or certifications, as applicable.

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Tuesday, November 17, 1998

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